

Assistant Director, ORR

15 October 1952

Acting Chief, Administrative Staff, ORR

Analysis of Techniques & Methods Proposed T/C

1. I have reviewed the proposed organization for Techniques & Methods and submit to you the following observations and recommendations.

a. To the first recommendation of the paper, that of organizational structure, I would subscribe to fully.

b. To the second recommendation of the paper, the following reservations are held. There are no borrowed slots for Techniques & Methods Division since the 20 August T/C approval. Their total T/O allows [REDACTED] departmental positions [REDACTED]

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[REDACTED] Their present recruitment [REDACTED]

and 12 vacancies. The staff study has asked for an additional 11 new positions to be added immediately. To allow 11 new positions within the current 1036 T/O will require either (1) a requested increase of T/O or (2) the transferring of position slots from other divisions in ORR. Either step would involve a review by Management and Classification & Wage Division. In view of your justifications set forth at the time the present T/O was requested two months ago, the Techniques & Methods proposal presents a problem of re-definition of your objectives in this area to Management. It would seem more justified to ask the organization to operate within its current framework [REDACTED] departmental positions and to request on a project basis any overseas slots necessary [REDACTED]

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Since the 1954 budget provided for [REDACTED] increases as against the 43 requested in the Techniques & Methods proposal, I would suggest that careful examination of that [REDACTED] be made to see whether it could not fulfill the objective adequately for 1954. It is not recommended that the 1954 budget be resubmitted at this time. Incidentally, current recruitment trends and loss trends through separation and in process declinations indicate that it would take until January, 1954 to come anywhere near [REDACTED] requested in this study. In order to meet this figure by January, 1954, it would require a recruitment rate of roughly [REDACTED] per month for the next 11 months--not impossible but highly unlikely.

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c. To the third recommendation, it should be noted that any change in classification of present T/O slots must come about by a classification survey. A survey on the present T/O [redacted] has been scheduled by St/A to take place in about three weeks. I have advised that office to prepare the necessary functional statements and job descriptions and St/A plans to spend considerable time going over each position in an effort to get the requested grades. However, I feel that in some cases the grades are too high compared with other similar positions in the Agency and that the proposed schedule will be very difficult to justify at this time. When the organization is in full steam, reexamination of the grade structure would be timely.

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2. I will be at your disposal for any documentation you may need to come to your decision on the matter. As a personal comment, I would add that [redacted] should get all the support we can give him to get the operation producing.

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St/A/RR [redacted]/jd
15 October 1952

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